



**Civil Air Patrol  
New Jersey Wing  
McGuire AFB, NJ 08641-6099**



**CAPR 62-2 Attachment 7  
NJ Wing A7-1  
12 January 2003**

## **Notification Procedures and Roster**

### **All CAP Activities Under the Administration of the New Jersey Wing**

1. NER Supplement to CAPR 62-2 requires that the New Jersey Wing maintain a mishap notification roster to specify procedures to be followed when reporting a mishap and to identify those members to be notified.
2. Personnel assigned to the New Jersey Wing or appointed as a project officer for a New Jersey Wing sponsored activity are responsible for the safety of all personnel and property at that activity. All New Wing Headquarters staff, Group staff, and Squadron staff will maintain a familiarity with CAPR 62-1, CAPR 62-2, NER Supplements to CAPR 62-1, NER Supplements to CAPR 62-2, NJWG Supplements to CAPR 62-1, and NJWG Supplements to CAPR 62-2. In the event of a mishap that causes injury or damage to resources, any member that is present and able is required to immediately notify the New Jersey Wing Commander, or in his/her absence, the New Jersey Wing Vice Commander and the New Jersey Wing Safety Officer.

#### **3. Contact:**

##### **New Jersey Wing Commander**

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##### **New Jersey Wing Vice Commander**

**LtCol Ted Schober, CAP**

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##### **New Jersey Wing Safety Officer**

**Capt Bill Doyle, CAP**

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4. A mishap is defined as an unplanned or unsought event or series of events, that results in death, injury, occupational illness or damage to or loss of equipment or property.
5. Failure to comply with these notification procedures may result in disciplinary action against the offender.

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In accordance with CAP 62-2, NJW Supplement 1, 15 Oct 2002

OPR: SE

DISTRIBUTION: In accordance with CAPR 5-4